

AzTurboCourt
Technical Standards for Electronic Filing

(a) Purpose. In addition to the requirements established in Rule 124, Rules of the Supreme Court of Arizona, all individuals who use AzTurboCourt shall comply with the technical standards set forth below.

(b) Definitions.

“AZTurboCourt” means the Supreme Court approved Internet-based system for filing and service of documents in the trial and appellate courts of Arizona.

“Attached Document” means a document prepared outside of AZTurboCourt and then filed in AZTurboCourt.

“Document” means any pleading, motion, exhibit, declaration, affidavit, memorandum, paper, order, notice, and any other filing submitted by a filer or by the court.

“Filer” means the individual under whose personal registration a document is submitted through AZTurboCourt.

“Filing Fee” means the statutory, local, and administrative fees associated with filing a court document, either electronic or paper.

“Graphic” means a picture or image processed by a computer only as a single entity, as opposed to text, a collection of characters or symbols that can be individually manipulated but processed collectively to comprise a document. Unlike text, a graphic is not searchable by a computer.

“Text-based Document” means an electronic document created using word processing software such as Microsoft Word or WordPerfect.

(c) Identification and Registration.

- (1) Each person who registers in AZTurboCourt shall use an individual login ID and password.
- (2) Each registrant shall supply a valid e-mail address, and if an attorney, an Arizona Bar number or pro hac vice number.

(d) Document Formats.

- (1) A filer submitting a text-based document or exhibit through AZTurboCourt shall file in PDF (.pdf) or in XML format, either OpenDoc (.odt) or OpenOffice XML (.docx), and shall not exceed the maximum size allowed by AZTurboCourt.

- (2) A filer submitting a proposed order through AZTurboCourt shall file in either Microsoft Word 2007, an earlier version thereof, or in XML format, either OpenDoc (.odt) or OpenOffice XML (.docx). The document shall not be password protected and shall be modifiable by a judicial officer.
- (3) A filer submitting a graphic or photographic exhibit through AZTurboCourt shall file in .pdf or a non-proprietary graphics format (TIFF, GIF, or JPEG).
- (4) All attached documents submitted by the filer through AZTurboCourt shall be formatted in accordance with the applicable rules governing formatting of paper documents in the courts of this state.
- (5) When establishing proof of service by U. S. Postal Service certified mail, a filer may scan and electronically file both sides of the signed return receipt or file the signed return receipt card itself, in addition to complying with all other requirements of rule or law. When establishing proof of service by a national courier service, the filer may scan and electronically file the documentation required by rule or statute or file the documentation in paper form, in addition to complying with all other requirements of rule or law.
- (6) A notary requirement may be satisfied by the filer's scanning and electronically filing the document that contains the notary's original signature and seal.

(e) Date, Time, and Place of Electronic Filing

- (1) The clerk or court shall record the date and time of acceptance and the applicable court or office of the clerk where the document was accepted.